

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 26, 2004

REFUGEE COORDINATOR LETTER NO. 04-05

TO: COUNTY REFUGEE COORDINATORS
STATE ADVISORY COUNCIL MEMBERS
MUTUAL ASSISTANCE ASSOCIATIONS
VOLUNTARY AGENCIES
LOCAL FORUM CHAIRS

SUBJECT: STATE REFUGEE PROGRAM REORGANIZATION

The California Department of Social Services' Welfare to Work Division has undergone a reorganization that has changed the reporting structure for the Refugee Program. The loss of many staff and the State's budget situation require that we develop a plan for the best use of the State's remaining resources to cover our critical assignments and the anticipated work in the future.

The Refugee Programs Branch will become a Bureau in the newly created Child Care and Refugee Programs Branch (see enclosed chart). Although the reporting structure of the State refugee program has changed, its mission remains the same. That mission is to provide state-level leadership and coordination of refugee programs and services to achieve successful refugee resettlement and self-sufficiency. I am pleased to have the continued leadership and expertise of Ms. Thuan Nguyen, who will be the Chief of this Bureau.

Ms. Nguyen will also continue to act as the State Refugee Coordinator.

Enclosed is an organizational chart for the Refugee Programs Bureau, as well as a chart reflecting the functions of the Bureau which includes each staff's area of responsibility. Presently, the organizational chart shows two units. As soon as the Refugee Programs Bureau fills the vacancies in the bureau, there will be three units. We will update you as our organization continues to change.

I look forward to working with you to address refugee issues and to make California a welcoming new home for refugees and asylees. If you have any questions, please call me at (916) 657-3442 or Ms. Nguyen at (916) 654-4356.

Sincerely,

Original signed by

Venus Garth

On April 26, 2004

VENUS GARTH, Chief

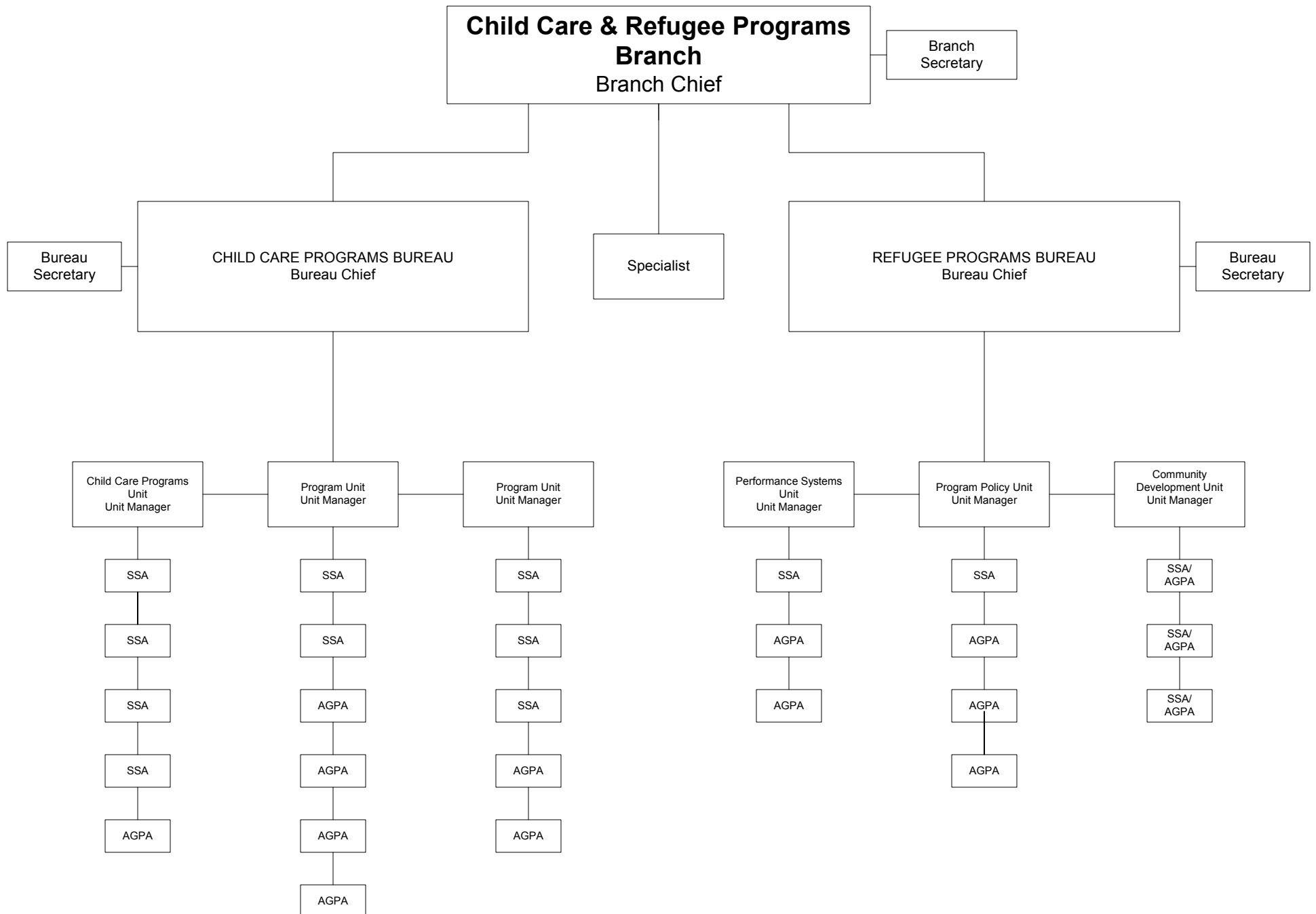
Child Care and Refugee Programs Branch

Enclosures

c: Dr. Nguyen Van Hanh, Director, Office of Refugee Resettlement
Ms. Nguyen Kimchi, Director, Division of Refugee Assistance

Child Care & Refugee Programs Branch

Organizational Chart



CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

WELFARE TO WORK DIVISION

April 2004

VENUS GARTH, Chief
Child Care and Refugee
Programs Branch
(916) 657-3442

THUAN NGUYEN, Chief
Refugee Programs Bureau
(916) 654-4356

JANET SANDLIN , Manager Policy Unit (916) 654-1246	BETTS SMITH , Manager Performance and Systems Unit (916) 654-0495
CAMILLE ANCONA , Analyst (916) 653-7785	ALEXANDRIA ARREDONDO , Analyst (916) 654-3108
BONNIE BRADY , Analyst (916) 654-1461	BUNNY FURLO , Analyst (916) 651-9770
KATHY NOBLE , Analyst (916) 654-1376	STEPHEN SAUCEDO , Analyst (916) 654-2805
MOLLY XIMENEZ , Analyst (916) 654-7327	VACANT
VACANT	VACANT

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES WELFARE TO WORK DIVISION

CHILD CARE AND REFUGEE PROGRAMS BRANCH VENUS GARTH, Chief

REFUGEE PROGRAMS BUREAU THUAN NGUYEN, Chief

POLICY UNIT Janet Sandlin

PERFORMANCE AND SYSTEMS UNIT Betts Smith

Develops and disseminates Refugee Program policy. Coordinates with other California Department of Social Services units, other departments/agencies and other states on refugee program policy. Prepares and updates the California Refugee State Plan. Develops and submits the state application for Targeted Assistance (TA) Formula and Discretionary funding. Maintains a resource center with books, articles, pamphlets and reports on Refugee topics. Maintains a list of county repatriation contacts and receives invoices for costs incurred in repatriation. Maintains outreach posters and brochures to inform asylees of benefits and services. Reviews and updates program forms. Provides staff support and assistance to the State Advisory Council Meetings. Develops and maintains RPB Resource Directory listing refugee providers and services. Develops reports on refugees arriving in California for resettlement. Coordinates and maintains the Medi-Cal Eligibility Data System's refugee program file. Processes expenditure invoices for reimbursement to counties.

Reviews and certifies county refugee employment and social services plans. Conducts reviews of Refugee Cash Assistance case files. Provides technical assistance to counties to ensure appropriate program operations. Promotes Refugee Awareness Month (May) through proclamation awards to impacted counties. Reviews and monitors county quality assurance activities. Prepares the annual outcome goals state plan based on county employment placement goals for RESS and TA. Prepares the County Annual Services Plan. Prepares Quarterly Performance Reports, TA Discretionary RESS Set Aside Quarterly Progress Reports, and Elderly Discretionary Semi-Annual Progress Reports for submission to ORR. Maintains liaisons with county refugee coordinators through quarterly refugee coordinator meetings, monthly refugee forum meetings, the State Refugee Forum and other key program related meetings. Responds to all data requests on individual county refugee programs.

**CAMILLE
ANCONA**

General Policy issues, Refugee Cash Assistance, Arrivals, MEDS, Unaccompanied Refugee Minors, Cuban/Haitians, SSI-CAPI, funding applications, forms revisions, process invoices for Alameda, Fresno, San Diego Counties and Contracts.

**ALEXANDRIA
ARREDONDO**

Development and maintenance of the Refugee Programs Bureau's web site, respond to general inquiries from the web site, research funding sources for the refugee program, secondary migration.

**BONNIE
BRADY**

General Policy issues, Repatriation, resource library, resource directory, Asylee outreach, AARC Contract, RESS Waiver, RAND Report, process invoices for Los Angeles, Merced, Orange, Stanislaus, and Yolo Counties.

**BUNNY
FURLO**

County technical assistance, county plans, funding allocations, fiscal management, refugee awareness month celebrations, support letters, County Operations Analyst for: Alameda, Contra Costa, San Francisco, San Joaquin, Stanislaus, and Yolo.

**KATHY
NOBLE**

General Policy issues, Refugee Cash Assistance, State Advisory Council, State Plan, Trafficking, RefugeeWorks, process invoices for Contra Costa, Sacramento, San Francisco, Santa Clara, and San Joaquin Counties.

**STEPHEN
SAUCEDO**

County technical assistance, county plans, annual outcome goals, county annual services plan, quarterly performance report, quarterly and semi-annual progress reports, refugee awareness month celebrations, county coordinator meetings, support letters, County Operations Analyst for: Fresno, Los Angeles, Merced, Orange, Sacramento, San Diego, and Santa Clara.